



BPA VACANCY ANNOUNCEMENT

(# 00-117)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

HOURLY

POSITION AND LOCATION

ASSISTANT DISPATCHER, - BB-5407 - SPOKANE, WA (MUNRO CONTROL CENTER) AND VANCOUVER, WA (DITTMER CONTROL CENTER).

OPENING DATE	CLOSING DATE (<i>Close of Business</i>)	HOURLY PAY RATE
1/18/2000	OUFN	\$31.65

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY (*U.S. Citizenship required*)

- ☐ Career and career-conditional employees of the Bonneville Power Administration
- ☐ Status Applicants (*applicants who are current Federal employees with competitive status*)
- ☐ Veteran's Readjustment Appointment (*for further information, see Veterans Administration web link below*)
NOTE: Applicants who are requesting consideration based on veteran's preference must submit proof of eligibility at the time of application. In general, proof is a Standard Form DD-214, Certification of Discharge, or other documentation that provides proof of service.
- ☐ Disabled Persons - **NOTE:** Reasonable accommodation may be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on BPA.
- ☐ Disabled Veterans - **NOTE:** Must provide SF15, current supporting documentation from VA and DD214
- ☐ Career Transition Assistance Program Eligibles (*for further information, please see BPA web link below*)
- ☐ Reinstatement Eligible Applicants: (*for further information on reinstatement, please see the "usajobs" web link below*)
- ☒ General Public

NOTES

- **Several jobs may be filled from this recruitment bulletin.**
- **Works on rotating shifts**
- **IN ADDITION TO THE WAGE RATE, BPA PAYS A SUPPLEMENT EQUAL 4.4% OF THE WAGE RATE TO PERMANENT EMPLOYEES FOR EACH HOUR OF STRAIGHT-TIME WAGES THAT ARE PAID.**
- **RECRUITMENT AND/OR RELOCATION BONUS MAY BE PAID.**

DUTIES AND RESPONSIBILITIES

- **An Assistant Dispatcher is required to complete an on-the-job training program of 1 year. Completion time of on-the-job training may be reduced or extended based on training progress. An Assistant Dispatcher learns how to control, monitor, operate and dispatch the Bonneville Power Administration (BPA) power system. The Assistant Dispatcher reports to the respective Manager of the assigned Control Center. The Assistant Dispatcher performs duties in accordance with established system dispatching procedures, policies of the Administration, government regulations, BPA safety rules, and the Columbia Power Trades Council (CPTC) Collective Agreement. The Assistant Dispatcher learns to perform the following tasks during the training program:**
 1. Monitors, controls, and/or operates remote substation facilities using SCADA equipment.
 2. Maintenance of voltage levels by operating or ordering the operation of transformer taps, capacitors or reactors, generators, and transmission lines.
 3. Controlling loading of transmission lines and substation equipment by operating or ordering the operation of substation and generating plant equipment.
 4. Analyzing abnormal power system conditions and trouble to solve problems relating to the continuity of service and restoration of generation, transmission, and customer loads.
 5. Determining the feasibility of removing transmission lines and substation facilities from service.
 6. Ordering prearranged and emergency switching.
 7. Dispatching switchmen, technicians, craftsmen, engineers, transmission line and substation maintenance personnel, and others during emergencies.
 8. Issuing Clearances, Hold Orders and work permits on electrical facilities for the protection of BPA workers. Obtaining clearances or other assurances from foreign utilities. Issuing Clearances and Hold Orders to dispatchers and other personnel of foreign utilities.
 9. Maintaining dispatchers' system group display board.
 10. Making accurate and complete entries in dispatcher's log.
 11. Cooperating with system dispatchers of other interconnected power systems in coordinating reactive and power flow problems and general dispatching relations. Cooperating with other BPA dispatchers regarding inter-related operating problems.
 12. Arranging for hiring outside help for emergency patrols or repairs as needed.
 13. Performing the numbers function (keeping records of power generation and interchange for the BPA System) and maintains other miscellaneous functions.
 14. Planning outages when assigned to the Outage Dispatcher function.
 15. Directs proper tagging of equipment and properly tags own equipment.
 16. Other tasks as assigned by the manager.

WORKING CONDITIONS

- **Works indoors on rotating shifts. Works for long periods using CRT screens. Work is sedentary but requires climbing of ladders**
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SPECIAL CONDITIONS

- **Persons filling Assistant Dispatcher positions may be required to meet some or all of the following conditions:**
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 - **1. Required**
 - **a) Change shifts on short notice or continue on duty in the absence of relief.**
 - **b) Work schedule changes may be made with the same notice as for a relief to obtain proper training.**
 - **c) Within 30 days after appointment, and continuously thereafter, possess a valid BPA Electrical Worker Permit and a Standard Clearance Certification.**
 - **d) Become familiar with, follow, and enforce the safety practices of the BPA Accident Prevention Manual.**
 - **e) If assigned by the manager, a related training course must be successfully completed during the one-year training period.**
 - **f) If at any time during the training period the trainee does not demonstrate the ability and aptitude to successfully complete the training program, the employee may be administratively reassigned to an available position for which they qualify or terminated in accordance with personnel rules and regulations.**
 - **g) Upon successful completion of the training period the employee will be competitively selected for a System Dispatcher position or administratively reassigned to an available position for which they qualify.**
 - **h) In accordance with the Department of Energy Order 3792.3, this position is subject to random drug testing. Tentative selectees must be tested for the use of illegal drugs prior to final selection. A determination of the use of illegal drugs may lead to nonselection (based on a failure to meet conditions of employment). The successful applicant will be subject to future random, unannounced testing. Failure to pass subsequent tests may result in disciplinary action, including removal from the Federal service.**
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 - **2. Optional**
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 - **Persons filling Assistant Dispatcher positions may be subject to one or both of the following conditions:**
 - **a) Possess a valid state driver's license. Possess a U.S. Government Motor Vehicle Authorization or obtain one within 30 days after appointment.**
 - **b) Operation of any type of motor vehicle appropriate for assigned duties.**
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PHYSICAL QUALIFICATION REQUIREMENTS

- **Assistant Dispatchers must be physically and mentally able to efficiently perform the duties of the position, with or without reasonable accommodation, without hazard to themselves or others. The duties are performed on rotating shifts. Physical demands include climbing a system group display board ladder. Mental strain may result from the responsibility of following exacting procedures under emergency conditions. Assistant Dispatchers must be able to give complete, concise, and clear directions and elicit full detailed information by the use of the telephone. Assistant Dispatchers must have good distance vision in one eye and the ability to read printed material the size of typewritten characters with or without correction. They must be able to distinguish the basic colors, specifically, red, orange, yellow, brown, blue, green, and purple in order to distinguish electrical components and to read and adjust color video display terminals. They must have the ability to hear the conversational voice, with or without mechanical assistance. Incumbents must be in good physical condition sufficient to safely perform the duties of the position**
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BASIS OF EVALUATION

- **Applicants will be evaluated on the basis of experience, education, and training on the following elements to determine those who are minimally qualified and those who are best qualified. Experience and/or completion of training program in electric power operation (power plant operator, substation operator or power system dispatcher a plus). (Length of Assistant Dispatcher status may be reduced or extended depending upon experience and demonstrated ability to do the job of Power System Dispatcher at BPA.).**
- **1. Ability to perform the work of an Assistant Dispatcher without more than normal supervision.**
- **2. Knowledge of electrical circuitry and theory as it applies to the electric power system.**
- **3. Knowledge of substation equipment operation.**
- **4. Knowledge of electrical power or transmission system technical practices.**
- **5. Use of measuring instruments.**
- **6. Ability to interpret instructions, procedures, and circuit diagrams.**
- **7. Knowledge of the safety rules and switching and clearance procedures of a large interconnected transmission system.**
 - **a. Ability to solve practical transmission system problems.**
 - **b. Knowledge of substation operating procedures.**
 - **c. Ability to interpret and issue oral or written instructions using tact, diplomacy, and cooperation.**
 - **d. Ability to read and understand the meaning of instruments used to monitor the operation of an electric transmission system.**
- **Credit will be given for unpaid experience or volunteer work, such as community, cultural, social service, and professional association activities on the same basis as for paid experience. To receive credit, you must show the actual time, such as number of hours per week, spent in each activity.**
- **Applications will be rated upon receipt. Those applicants who are determined to be best qualified will be required to participate in a technical interview in person conducted by a rating committee. This technical interview will serve to confirm the applicant's qualifications including information submitted in the supplemental questionnaire and will determine the applicant's final score.**

APPLICATION RATING

- Applications will be rated upon receipt.
- Applicants determined to be best qualified will be required to participate in a personal interview conducted by a rating committee.
- The interview will be used to confirm the applicant's qualifications including information submitted in the supplemental questionnaire and will determine the applicant's final score.

APPLICATION INFORMATION

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the "usajobs" web link.

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- Applicants will not be contacted for missing information nor will late material be accepted.
- Applicants must complete the applicable supplemental questionnaire.
- Refer to the separate Completing an Application information sheet.
- More than one selection may be made.

CONDITIONS OF EMPLOYMENT

- Prior to hiring, the selectee must complete a Declaration for Federal Employment (OF 306) to determine their suitability for Federal employment and to authorize a background investigation. You will be asked to sign and certify the accuracy of all information in your application. If you make any false statement in any part of your application, you may not be hired; or you may be fined, jailed, or fired after you begin work.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job. Please certify Selective Service status by completing BPA Form 3293.03e, Applicant's Statement of Selective Service Registration Status.
- The Bonneville Power Administration is a harassment free workplace. Employees are required to comply with this policy.

HOW TO APPLY

Submit your application with supplemental information. In order for supplemental information to be considered in the rating and ranking process, it **must be received with the application**. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Your response to the required supplemental questionnaire.
3. If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form 50, Notification of Personnel Action.
4. If you are applying for consideration as a veteran, you must provide the documentation required above.
5. A current copy of your state driving record.
6. All non-BPA applicants are encouraged to complete and submit form SF 181, Race and National Origin Identification.

If you have questions, you may call the Staffing Center, 360-418-2090 or 503-230-3055.

Do not submit letters of recommendation, transcripts, copies of awards, training certifications, copies of position descriptions, or published works unless specifically requested above. Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY

Bonneville Power Administration, ATTN: Personnel Services – CHR/PSB2, PO BOX 491, Vancouver, WA 98666-0491.

RECEIPT OF APPLICATION

Your complete application must reach the issuing office by the closing date. You may also submit your application by fax or email.

Fax Applications

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

Email Applications

Applications should be sent as attachments to: **bpaapplicants@bpa.gov**. The Vacancy Announcement Number must be included in the Subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hardcopy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a means that will transmit successfully.

www.va.gov	www.bpa.gov	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management	Office of Personnel Management